



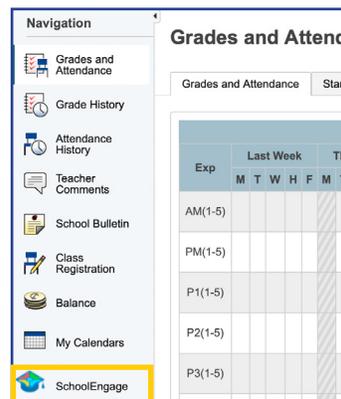
SchoolEngage Parent Registration User Guide for Lakeland Catholic Schools

Registering a New Student at Lakeland Catholic

Lakeland Catholic has started using a new program called SchoolEngage. This is where you will enter information and register a new student for the school year.

If you already have a student registered with LCSD:

You can find a link to SchoolEngage in the navigation menu in PowerSchool. Click the button and follow the instructions on Page 2 of this document.



If you are new to LCSD:

Visit <https://lrcssd.schoolengage.ca>

Create a new account - Make sure you fill out all of the required information. Then, click **REGISTER**.



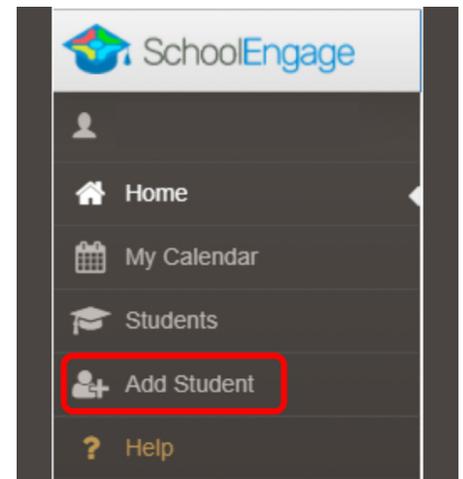
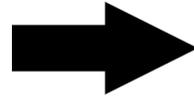
PLEASE NOTE: Once you've created your account, you will receive an email confirming your registration. You **MUST** validate your registration before you can continue.

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To register your child:

Now that you have an account and have successfully logged in, you need to add a student. Click the ADD STUDENT button to get started.



In order to register your child, you will need to fill out the required information. Then you can get started on completing the registration form. You can find this by clicking on the student's name you wish to register. Make sure you choose the forms for the school year you wish your child to be enrolled in (example: 2021-22).

From there, fill out the necessary information, using the arrows to navigate the form.

KEEP IN MIND: There are some mandatory fields, you will not be able to progress to the next page of the form unless these areas are complete. You can navigate back to a previous page, but only if all of the mandatory fields are completed.

Once you've submitted your registration request, you will receive email updates from SchoolEngage regarding the status of your application. You are always welcome to contact the school directly if you have any questions.

*Thank you for your interest in
Lakeland Catholic Schools!*